



21st Century Community Learning Centers Competitive Summer Mini-Grant Request for Proposals (RFP) Technical Assistance Meeting

Technical Assistance Webinar
February 10, 2021

Susan Brigman – Section Chief & 21st CCLC Statewide Coordinator, Federal Program Monitoring and Support, NCDPI

Dr. LaTricia Townsend – Director, Federal Program Monitoring and Support, NCDPI

Megan Orleans – Program Administrator, Federal Program Monitoring and Support, NCDPI

Jennifer Smith – Program Administrator, Federal Program Monitoring and Support, NCDPI

Bridget Johnson – Program Specialist, SERVE Center

Beth Thrift – Program Specialist, SERVE Center

Kathleen Mooney – Evaluation Specialist, SERVE Center



Housekeeping

- WebEx Etiquette
- [Attendance Link](#)
- How to Ask Questions
- Presentation Slides will be Posted



Agenda

- Purpose of Summer Mini-Grant
- Eligibility to Apply
- Priority and Technical Review Points
- Awards and Duration
- Budget Requirements
- Data Collection and Evaluation
- Timeline for Competition
- Walk Through “How to Apply”
- Funding Application Guidance (including Required Documents)
- Review Process and Rubric Walk Through
- Q & A



Purpose of the 21st CCLC Competitive Summer Mini-Grant:



Due to the emergency of the Coronavirus pandemic and extended public school closures, NCDPI will use expiring grant funds to fund a 21st CCLC Competitive Summer Mini-Grant Program to support students who have experienced significant disruptions to learning as identified by stagnant or declining academic progress during the 2020-2021 school year.

21st CCLC Competitive Summer Mini-Grant Programs **must provide**:

1. **Intentional activities focused on closing the identified student learning gaps in math and/or reading further widened by COVID-19 within their districts.**
2. **Quality multi-disciplinary enrichment opportunities whereby the student must use academic skills from multiple subject areas. Enrichment activities should also broaden students' experiences by including the arts, recreation, health, and cultural activities.**



How is the 21st CCLC Grant Program Different from other Federal Programs?

- Formula grants are awarded to State educational agencies, which in turn manage statewide competitions and award reimbursement grants to eligible entities
- 21st CCLC Eligible entities include:
 - Local educational agencies;
 - Community-based organizations;
 - City or County government agencies;
 - Faith-based organizations;
 - Institutions of higher education; and
 - For-profit corporations.



Eligibility to Apply: All Applicants

- Under Section 4203 of the ESEA, the State must give priority to applications proposing to primarily serve students who attend schools eligible for Title I, Part A school-wide programs.
- Due to the short duration of the program **only existing or previously federally or state funded District/Charter/Lab/Non-PSU Organizations will be eligible to apply for the competition.**
- If the local applicant is another public or private organization (e.g., an organization other than a school district), it must provide an assurance that its program was developed and will be carried out in active collaboration with the schools the students attend.
- An organization serving in the role of the primary fiscal agent may only apply for one 21st CCLC Grant; even if the organization is proposing to serve multiple counties or communities, they are only eligible to submit one grant application
- **An entity may not apply on behalf of another.** *The agency completing the application and submitting through CCIP must be the operator of the 21st CCLC Program. Grant awards will be paid to the subgrantee listed in the application. All bank accounts, correspondence and documentation must use the subgrantee name for the duration of the program.*

Eligibility to Apply: Current 21st CCLC Grantees



II. Eligibility Checklist

All applicants for the 21st CCLC Competitive Summer Mini-Grant must meet both of the following eligibility requirements (e.g. both boxes must be checked to move forward):

- ☐ Applicant is an existing or previously federally- or state-funded PSU/Non-PSU Organization
- ☐ Applicant's 21st CCLC Summer Mini-Grant Project will primarily serve students in grades K-12 who attend schools eligible for Title I, Part A school-wide programs

Additional Eligibility Requirements for current 21st CCLC Grantees only:

Are you a current 21st CCLC Grantee? ☐ Yes ☐ No **(if yes)** please complete the following eligibility criteria below)

Are you a proposing **new programming** by serving additional feeder-schools and targeted students not currently being served by the existing 21st CCLC program? This means that any currently funded 21st CCLC organizations applying for new funding may not apply for duplicate funding for the same project and schools/sites.

If yes, describe specifically how the new program differentiates from your current 21st CCLC program:

If no, go to the next eligibility check-list section below.



Eligibility to Apply: Current 21st CCLC Grantees (cont.)



If the Current 21st CCLC Grantee Applicant is not proposing new programming, to be eligible your organization must have less than 51% of their current year allotment remaining at the time the application is due (March 10, 2021):

- Current Year Allotment Amount:
- Remaining Cash Balance:
- Is Balance less than 51%: Yes ☐ No ☐

AND must select the applicable option(s) that best describes your circumstances below:

Current 21st CCLC Grantee Applicant's original grant application included a summer program, but the grantee has utilized the COVID-19 Waiver to run expanded full day programming during the school year and has exhausted the portion from the current year allotment budgeted to run the intended summer program.

Please provide a brief explanation:

Current 21st CCLC Grantee Applicant's original grant application did not include a summer program component but has now identified a community need to implement a summer program.

Please provide a brief explanation:



Eligibility to Apply: Good Standing

Organizations previously and/or currently receiving federal or state out-of-school time funding must be in good standing with NCDPI in order to receive a grant award through this RFP. To be in good standing, applicants must:

- have submitted all final evaluation reports and data as required and,
- finalized all comprehensive program and/or fiscal monitoring review findings or questioned costs.
- have no unresolved fiscal findings from a previous fiscal year (FY20 or earlier) by the Office of the State Auditor (OSA) at the time the application is due (March 10, 2021).

If the applicant organization is deemed Not in Good Standing by the NCDPI Federal Program Monitoring and Support Division at any point during the Level II or Level III reviews, the application may be identified as “Not Recommended” for funding to the SBE.



Priority for Awards

- **Absolute Priority**

- Under Section 4203 of the ESEA, the State must give priority to applications proposing to primarily serve **students that attend schools eligible for Title I, Part A schoolwide programs.**

- **Competitive Priorities**

- **Priority consideration shall be given to applications:**

- Demonstrating models that propose all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) Schools and/or Targeted Support and Improvement (TSI) Schools. (2 points if 100% of identified schools are designated as CSI, 1 point if 100% of identified schools are a combination of CSI and TSI).
- Intending to serve economically distressed counties (2 points for Tier 1, 1 point for Tier 2, 0 points for Tier 3) based on the 2020 County Tier Designations).

****There will not be priority consideration based on the region served by the 21st CCLC summer program as Federal Program Monitoring Support will award a minimum of 2 mini-grants to each of the eight State Board of Education regions of the state.****

Technical Review Points

- All applications will receive a technical review to ensure all required and related documents are complete, including all official signatures on all required documents.
- Any required document(s) not completed or submitted in its entirety and/or is missing handwritten or official electronic signatures ***will be considered incomplete*** in its submission and will ***receive a point deduction(s) for each incomplete required document submitted.***

****Any technical review point deductions will be applied to the final score of the application, reducing the final score****

21st CCLC Competitive Summer Mini-Grant Awards and Duration



For the purpose of the 21st CCLC Competitive Summer Mini-Grant Program Competition, applicants may request funds ranging from \$50,000, not to exceed \$300,000 based on:

- 1) needs identified in the community and schools;
- 2) scope of the program;
- 3) proposed number of students served; and
- 4) program design.



21st CCLC Competitive Summer Mini-Grant Awards and Duration



Funding Level 1:

50-75 students; 4 - 6 weeks; 20 - 29 hours per week; \$50,000 - \$125,000

50-75 students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to \$175,000

Funding Level 2:

76-100 students; 4 - 6 weeks; 20 - 29 hours per week; \$75,000 - \$150,000

76-100 students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to \$200,000

Funding Level 3:

101 + students; 4 - 6 weeks; 20 - 29 hours per week; \$100,000 - \$200,000

101 + students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to \$300,000



21st CCLC Competitive Summer Mini-Grant Awards and Duration (cont.)



- Each sub-grantee can be awarded funds for the 2021 summer months **starting on May 10th, 2021 and ending on September 1st, 2021**. The State Board of Education has final funding approval.
- The number of awards and the award amount will be based on the final number of quality proposals approved.
- The award period is contingent upon final SBE approval of the Allotment Policy Manual for the 21st CCLC Competitive Summer Mini-Grant Program.
- ***The proposed budget submitted with the 21st CCLC Competitive Summer Mini-Grant Program application is NOT the approved budget for release of funds.***

21st CCLC Competitive Summer Mini-Grant Awards and Duration (cont.)



- 21st CCLC Competitive Summer Mini-Grant is a **reimbursement grant**; recipients must expend own resources before requesting funds
 - *it is strongly encouraged that applicants have secured sufficient funding or a line of credit to operate the 21st CCLC Competitive Summer Mini-Grant program for the length of time they plan to operate (e.g., 4-6 weeks).*
- Reimbursement requests must be based on actual allowable expenditures versus encumbrances made prior to the September 1st deadline
- All unspent funds remaining at the end of the Competitive Summer Mini-Grant “period of availability” will revert to the state (no carryover)

21st CCLC Competitive Summer Mini-Grant Data Collection & Evaluation Reporting



- Grant recipients will be required to collect, manage and report the following data to SERVE Center:
 - Number of students served
 - Frequency/duration of services students received
 - Eligibility of participants
 - Other measures as determined by the NCDPI
- In addition, grant recipients will be required to upload an end-of-grant report deliverable on the following key performance measures in CCIP at the conclusion of the program:
 - Program attendance rates
 - Academic outcomes
 - Behavioral outcomes



21st CCLC Competitive Summer Mini-Grant Proposed Timeline

- February 2021 – Request for Proposal Announcement
- February 8, 2021 – CCIP Opens for Eligible Organizations
- February 10, 2021 – Technical Assistance Webinar
- February 16, 2021 – CCIP Technical Assistance Virtual Office Hours
- **March 10, 2021 – Applications Due (12:00 p.m.– NOON EST)**
- March- April 2021 – Level I & II Reviews
- ★ • **May 6, 2021 – SBE Meeting for Review and Approval of Recommended Applications; Notification to follow in days after SBE meeting**
- May 11, 2021– Onboarding Webinar (Part I)





How to Apply?

21st CCLC Request for Proposals (RFP) Application
Guidance Document

Complete and Submit the 21st CCLC Competitive Summer Mini-Grant Application in CCIP

- Only applications submitted through CCIP will be reviewed and evaluated.
- **Due Date:** Applications must be submitted through CCIP as 'Draft Completed' by NOON 12:00 p.m. EST on March 10, 2021.
- *Applications received after NOON 12:00 p. m. EST on March 10, 2021 will not be accepted.*

21st Century Community Learning Centers

Competitive Summer Mini-Grant Program



2021

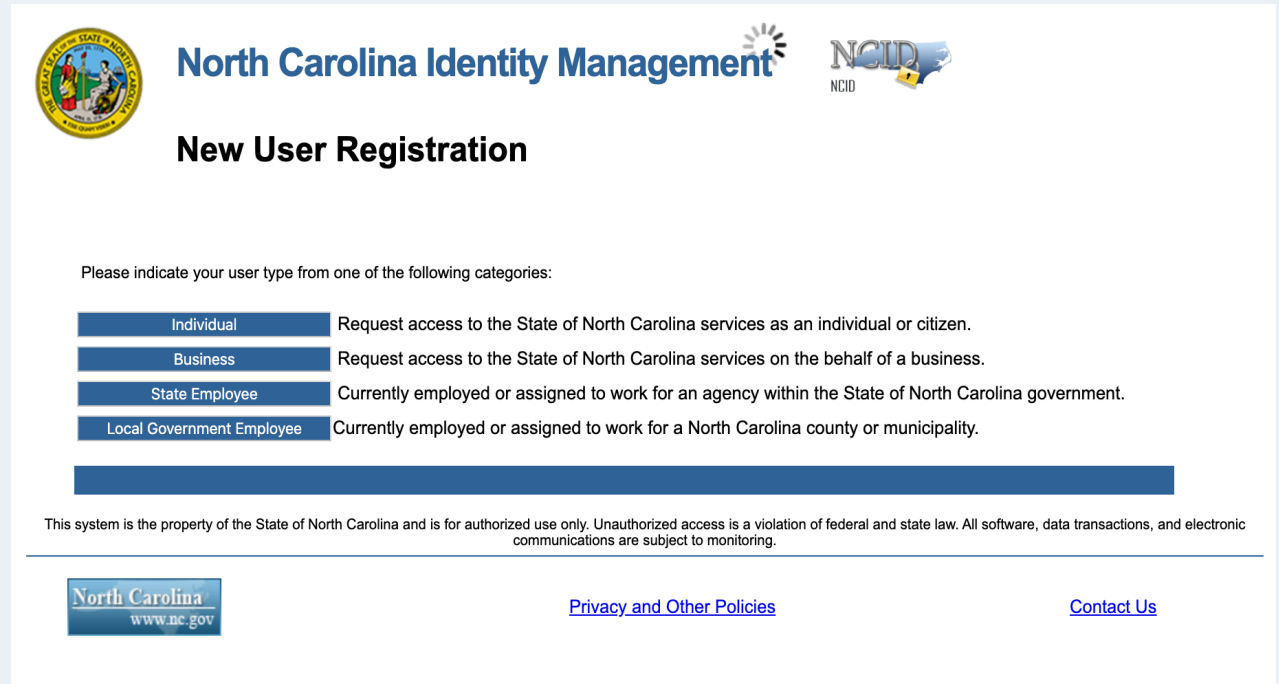
Request for Proposal

Guidance and Planning Worksheets



New CCIP Users (not organizations); Apply for an (NCID) User Account and Attend Virtual TA Office Hours

- To be made “known” to the system, submit your NCID username (NOT password) to Anita Harris at anita.harris@dpi.nc.gov along with the PSU/Non-PSU Organization Code.
- Click [HERE](#) to register for the CCIP Trainings for new users on February 16, 2021



The screenshot shows the 'North Carolina Identity Management' logo at the top left, followed by the text 'New User Registration'. Below this, a prompt asks the user to indicate their type from the following categories:

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

Below the table is a blue bar for a comment. At the bottom, a disclaimer states: 'This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.' At the very bottom, there is a 'North Carolina www.nc.gov' logo, a link for 'Privacy and Other Policies', and a link for 'Contact Us'.

As a reminder; due to the short application window, only existing or previously Federal/State funded organizations are eligible to apply and therefore no new organizations will be added to CCIP to apply for this competition



Funding Application Guidance: CCIP First Steps

- When applicants first log into CCIP, they will only need to work on the Budget Section and Related Documents Section within CCIP
- Before any applicant can begin uploading any related Documents they will need to click on the “Draft Started” link on the Section Page of CCIP.

Funding Applications			
Wake County Schools (NCDPI) Regular Local School District - FY 2021			
2021	All Active Applications		
Entitlement Funding Application	Revision	Status	Status Date
CARES Act - ESSERF- Exceptional Children Grant	0	Chief Administrator Approved	1/11/2021
Consolidated	1	Chief Administrator Approved	11/12/2020
CTE Local Application	2	Revision Started	11/4/2020
Governor's Emergency Education Relief (GEER)	0	NCDPI GEER Division Administrator Approved	1/21/2021
IDEA	1	NCDPI IDEA Program Consultant Approved	1/15/2021
Competitive Funding Application	Revision	Status	Status Date
21st CCLC Summer Mini-Grant 2021	0	Not Started	2/4/2021
21st Century Community Learning Centers - New	0	Not Started	7/23/2020
Behavior Support	0	Reviewed Approved for Funding by NCDPI Behavior Support Program Consultant	10/7/2020
Community Residential Center Funds	0	Not Started	9/3/2020

Sections

FY 2021 - 21st C

Application Status: Not Started

Change Status To: [Draft Started](#)

[View NCDPI History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All

[History Log](#)
[History Log](#)
[Create Comment](#)

[Allotments](#)
[Allotments](#)

[21st CCLC Summer Mini-Grant 2021](#)
[Budget](#)
[Related Documents](#)

[Contacts](#)
[Contacts](#)

[Substantially Approved Dates](#)
[Substantially Approved Dates](#)

[New Applicant Summary](#)
[New Applicant Summary](#)

All



Funding Application Guidance: Budget Section

- Applicants will need to **self-insert** these budget figures totaling your exact requested grant award amount. This section is solely for costs that will be paid from the 21st CCLC Summer Mini-Grant Program budget and does not include any matching contribution. Matching contributions are not required.
- Applicants can use the Total Cost Worksheet and sample Budget 208 template (located within the Related Documents Section) with approved budget line-item codes to determine your overall amounts for each section listed here.



[Download Budget Data]					
Object Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total
Purpose Code					
5000 - Instructional Services	0.00	0.00	0.00	0.00	0.00
6000 - System-Wide Support Services	0.00	0.00	0.00	0.00	0.00
8000 - Non-Programmed Charges	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
Adjusted Allocation					0.00
Remaining					0.00

- For additional Budget support including the [NCDPI Chart of Accounts](#), please click this link.



Funding Application Guidance- Budget Section

- Purpose Code 5000
 - Instructional services include the costs of activities dealing directly with the interaction between teachers and students
- Purpose Code 6000
 - Support services include the costs of activities providing support for the 21st CCLC program regardless of where these services are housed. These services provide administrative, technical, personal, and logistical support to facilitate, sustain, and enhance instruction
- Purpose Code 8000
 - Non-programmed charges for the 21st CCLC grant include amounts expended for indirect costs charged to a grant.
- [Chart of Accounts](#); [Purpose Codes](#) and [Object Codes](#) Descriptions



Use of Funds

For further guidance on allowable and non-allowable costs, refer to the [NCDPI 21st CCLC Grant Guidance](#).

Funds MAY be used (i.e., reimbursed) for program implementation as well as for operational expenses, including, but not limited to the following:

- Personnel and personnel benefits
- Staff development and training
- Consultants, subcontracts and evaluators
- Transportation costs for students
- Educationally related field trips
- Renting space, if necessary
- Teacher substitutes
- Travel reimbursements
- 21st CCLC program equipment and supplies, including computers and software
- Memberships in warehouse clubs or business, technical and/or professional organizations if the membership is in the name of the 21st CCLC Program
- Memberships in any civic or community organization are allowable with prior approval by the pass-through agency (NCDPI)

Funds may NOT be used (i.e., reimbursed) for the following (this is NOT an all-inclusive list):

- Purchase of vehicles
- Costs for developing the proposal
- Food purchases for staff
- Fundraising costs
- Land acquisition
- Building or renovation costs
- Leases of more than 12 months in duration
- Cost of conducting an audit if total of all federal grants received is less than \$750,000
- Direct cash or gift cards in any amount for students or their parents
- Field trip tickets purchased in advance for those who do not attend
- Entertainment or any costs associated with entertainment including diversions and social activities



Funding Application Guidance: Budget Section (cont.)

- **REMINDER:** *The proposed budget submitted with the 21st CCLC Competitive Summer Mini-Grant Program funding application is **NOT** the approved budget for release of funds.*
- Upon grant approval, the awardees will be required to submit a detailed proposed budget under the appropriate Purpose Codes and Object Codes folders as described in the FPD 208 in the Related Documents Section
- Prior to the actual release of funds, the NCDPI must review **and approve** the detailed budget.



Funding Application- Related Documents Section

Required

1. Summer Mini-Grant Application (template provided)
2. 21st CCLC Summer Basic Organization Information form – Organization Information, Fiscal Agent, Program Director (template provided)
3. Statement of Assurances (template provided)
4. Debarment Certification (template provided)
5. Criminal Background Check Certification (template provided)
6. 21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status (Excel template provided)
7. Private Schools Consultation (template provided)
8. Conflict of Interest Form (template provided)
9. Total Cost Worksheet (Excel template provided)
10. Competitive Summer Mini-Grant District Collaboration Form

Optional

1. Budget Form FPD 208 (after grant is approved for non-LEAs)
2. Partnership Agreement with PDUs (Memorandum of Understanding (MOU) (template provided)
3. Other Collaborative Agreement(s) (no template provided)



Funding Application Guidance:

1. Application – Basic Information

I. Basic Information	
Public School Unit (PSU)/Non-PSU Organization Name:	
Public School Unit (PSU)/Non-PSU Organization Code:	
PSU Organization Type:	<input type="checkbox"/> District <input type="checkbox"/> Charter School <input type="checkbox"/> Lab School
Non-PSU Organization Type:	<input type="checkbox"/> Community Based Org <input type="checkbox"/> Faith Based Org <input type="checkbox"/> Non-Profit Org <input type="checkbox"/> For Profit Org <input type="checkbox"/> Institutions of Higher Education <input type="checkbox"/> City or County Government Agency <input type="checkbox"/> Private Org
Fiscal Agent Chief Administrator Name:	
Fiscal Agent Chief Administrator Email Address:	
Fiscal Agent Chief Administrator Phone Number:	
County:	
Grant Amount Requested:	
Proposed Number of Students to be Served:	
Proposed Number of Weeks/Dates of Programming:	
Proposed Number of Hours of Programming per Week:	
What Plan is the Local Public School District Currently Operation On:	<input type="checkbox"/> Plan A (100% Face to Face) <input type="checkbox"/> Plan B (Hybrid) <input type="checkbox"/> Plan C (100% Virtual)
Indicate the Plan your 21 st CCLC Summer Program will Operate On:	<input type="checkbox"/> Face to Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Virtual
Indicate the Grade Level(s) of Students to be Served:	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12
Proposed Number of Sites:	
Time Period:	May 10 th through September 1 st , 2021



Funding Application Guidance: Eligibility Checklist

II. Eligibility Checklist

All applicants for the 21st CCLC Competitive Summer Mini-Grant must meet both of the following eligibility requirements (e.g. both boxes must be checked to move forward):

- ☐ Applicant is an existing or previously federally- or state-funded PSU/Non-PSU Organization
- ☐ Applicant's 21st CCLC Summer Mini-Grant Project will primarily serve students in grades K-12 who attend schools eligible for Title I, Part A school-wide programs

Additional Eligibility Requirements for current 21st CCLC Grantees only:

Are you a current 21st CCLC Grantee? ☐ Yes ☐ No (if yes, please complete the following eligibility criteria below)

Are you proposing new programming by serving additional feeder-schools and targeted students not currently being served by the existing 21st CCLC program? This means that any currently funded 21st CCLC organizations applying for new funding may not apply for duplicate funding for the same project and schools/sites.

If yes, describe specifically how the new program differentiates from your current 21st CCLC program:

If no, go to the next eligibility check-list section below.



Funding Application Guidance: Eligibility Checklist (cont.)

If the Current 21st CCLC Grantee Applicant is not proposing new programming, to be eligible your organization must have less than 51% of their current year allotment remaining at the time the application is due (March 10, 2021):

- Current Year Allotment Amount:
- Remaining Cash Balance:
- Is Balance less than 51%: Yes ☐ No ☐

AND must select the applicable option(s) that best describes your circumstances below:

Current 21st CCLC Grantee Applicant's original grant application included a summer program, but the grantee has utilized the COVID-19 Waiver to run expanded full day programming during the school year and has exhausted the portion from the current year allotment budgeted to run the intended summer program.

Please provide a brief explanation:

Current 21st CCLC Grantee Applicant's original grant application did not include a summer program component but has now identified a community need to implement a summer program.

Please provide a brief explanation:



Funding Application Guidance: Priority Level Determination

1. Absolute Priority: Legislation requires that the State award grants only to applicants that will primarily (51% or more) serve students who attend public schools with high concentrations of low-income students defined as those schools with a minimum forty percent (40%) poverty rate. List below, the names of participating feeder schools for the proposed 21st CCLC summer program and indicate the average percentage of low-income children attending the public feeder school. A “feeder school” is the school that participating students attend during the school day. The poverty percentages for all public schools is listed at: [NC Public School Poverty Percentage List](#)

List the name(s) and poverty percentage(s) of the proposed Feeder School(s):

2. Competitive Priorities: Indicate which of the competitive priorities will be met through the proposed program. Check all that apply.

☐ Priority consideration shall be given to applications demonstrating models that propose all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) Schools and/or Targeted Support and Improvement (TSI) Schools. (2 points if 100% of identified schools are designated as CSI, 1 point if 100% of identified schools are a combination of CSI and TSI). [Refer to the State CSI/TSI 2018-2019 list.](#)

☐ Priority consideration shall be given to applications intending to serve economically distressed counties (2 points for Tier 1, 1 point for Tier 2, 0 points for Tier 3) [based on the 2020 County Tier Designations.](#)



Funding Application Guidance: Grant Narrative – Program Abstract

IV. Grant Narrative
Program Abstract (1 Page Limit)
In the space below provide a clear overview of the proposed 21 st CCLC summer program that communicates the program goals and intended impact, clearly frames the intent of the proposed project, and describes how the proposed project will meet the needs of the target population.

Funding Application Guidance: Grant Narrative – Program Design & Schedule

1. Program Design (6 Page Limit inclusive of 1a Program Schedule)

In the space below describe: a) the needs of students proposed to be served to offset stagnant or declining academic progress during the 2020-2021 school year due to disruptions caused by COVID-19, and how the needs were determined, including what needs data was used (i.e., progress reporting, attendance data, teacher surveys or interviews, parent input); b) the proposed academic improvement activities to help students meet Reading and/or Math [State academic standards](#) and close learning gaps; c) enrichment and other activities that complement the regular academic program components; and d) the rationale for why the proposed program activities (both academic and enrichment) are expected to benefit the specific low-performing school partner(s) and targeted students as a result of the disruption in educational services and subsequent shift to remote learning due to COVID-19.

1a. Sample Program Schedule

Provide a detailed sample schedule for one-week of programming for the summer program. If multiple sites are planned, a sample schedule should be provided for each site. Ensure to include all proposed academic and enrichment learning activities.



Funding Application Guidance: Grant Narrative – Operational Capacity

2. Operational Capacity (4 Page Limit)

Describe below the organization's: a) past experience/success or capacity to provide high-quality academic and enrichment summer programming to meet the academic needs of targeted students; b) description of key leaders' experience and proposed staffing plan including a staff to student ratio; and c) proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed.



Funding Application Guidance: Grant Narrative – Evaluation Capacity

3. Evaluation Capacity (3 Page Limit)

In the space below, describe a) the key student academic outcomes (i.e. Reading and/or Math) and associated performance measures for which student data will be collected, analyzed, and reported, and assurances that the organization has access to the data described; b) the organizational plan for collecting participation and outcome data on students served; and c) organizational capacity (internal or external) to completing a required end-of-grant evaluation report on the impact of services provided.



Funding Application Guidance: Grant Narrative – Budget Narrative & Alignment

4. Budget Narrative and Alignment (2 Page Limit)

In the space below, provide a budget and budget narrative that: a) aligns costs with the proposed program components; and b) demonstrates that costs that are reasonable and necessary, including a calculated cost estimate per student served.

Include detailed projected costs for each of the following budgetary areas:

- a. Salaries and benefits
- b. Operational costs (includes transportation, rental/leased space, utilities, etc.)
- c. Purchased services (includes contracts for professional development, contracted educational programs, and field trips, etc.)
- d. Supplies and materials
- e. Equipment and furniture purchases




Funding Application Guidance: Signatures


V. Signatures		
Printed Name of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:	Signature of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:	Date:



2. Basic Program Information Form



21ST Century Community Learning Centers
BASIC PROGRAM INFORMATION
 Competitive Summer Mini-Grant Program 2021
Revised January 2021



Unit Number: Program Name:

County(ies) Served by 21st CCLC Grant: Summer Grant Award: \$

Name of Fiscal Agent Organization:

Fiscal Agent Organization Dunn and Bradstreet #: Tax ID #:

Physical Address of Fiscal Agent Organization:

Mailing Address of Fiscal Agent Organization (if different than above):

Fiscal Agent Organization Chief Administrator: Email:

Fiscal Agent Organization Primary Contact Phone: Fax:

Chief Finance Officer (if appropriate): Email: Phone:

Program Director: Email: Phone:

Number of Students to Be Served (as per approved RFP):

Dates of Summer Programming: From: to Total Number of Weeks Students Served:

PROGRAM SITE/CENTER INFORMATION (complete for each site/ center)

Site # 1 Location Name & Physical Address: <input type="text"/>	Days/Hours of Operation <input type="text"/>	Phone #: <input type="text"/>	Site Director Name and Email Address): <input type="text"/>
Site # 2 Location Name & Physical Address: <input type="text"/>	Days/Hours of Operation <input type="text"/>	Phone #: <input type="text"/>	Site Director Name and Email Address): <input type="text"/>
Site # 3 Location Name & Physical Address: <input type="text"/>	Days/Hours of Operation <input type="text"/>	Phone #: <input type="text"/>	Site Director Name and Email Address): <input type="text"/>

Insert additional cells as necessary.



3. Statement of Assurances

- Read each assurance with care to ensure your organization can attest that it will be upheld
- Ensure the appropriate signatures are in place



Public Schools of North Carolina
State Board of Education | Department of Public Instruction



Assurances for 21st Century Community Learning Centers Competitive Summer Mini-Grant (Revised January 2021)

Assurances are hereby provided to the State Education Agency (SEA) that the applicant and all employees and representatives of the applicant's organization will abide by the following terms:

- ❑ Implement a program in a safe and easily accessible facility in accordance with section 4204(b)(2) (A)(i).
- ❑ Develop and implement the proposed program in active collaboration with the schools the students attend in accordance with section 4204(b)(2)(D).
- ❑ Primarily target students who attend schools eligible for school-wide programs under section 1114 and the families of such students in accordance with section 4202(b)(2)(F).
- ❑ Use funds to increase the level of State, local and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds in accordance with section 4202(b)(2)(G).
- ❑ Provide the community with notice of an intent to submit an application and that the application and any waiver request will be available for public review after submission of the application in accordance with section 4204(b)(2)(L).
- ❑ Submit evaluation data supporting successful program implementation and progress aligned with the approved proposal.
- ❑ Consult with private school officials during the design and development of the 21st CCLC competitive summer mini-grant program on issues such as how the children's needs will be identified and what services will be offered.
- ❑ Ensure that services and benefits provided to private school students must be secular, neutral, and non-ideological.
- ❑ Ensure the organization does not collect fees and services and benefits provided to enrolled students are free of charge.
- ❑ Use funds solely for the purposes set forth in this grant program as approved in the application.
- ❑ Use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for federal funds allotted to the organization.
- ❑ Be responsible for repayment of 21st CCLC competitive summer mini-grant federal funds in



4. Debarment Certification

For NC Debarred Vendors, go to <https://ncadmin.nc.gov/documents/nc-debarred-vendors>.

To search for federal exclusion records. go to: <https://www.sam.gov/SAM/>.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, debarment and suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

Website Reference for NC Debarred Vendors: <http://www.doa.state.nc.us/PandC/actions.asp>

THE AUTHORIZED REPRESENTATIVE IS THE SUPERINTENDENT.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into, if it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification on all lower tier covered transactions and in all solicitations for all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a perspective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under number 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Printed Name of Registered Agent

Signature of Registered Agent

Date



5. Criminal Background Check Certification

- Program conducts criminal background checks for all staff, direct service contractors, and volunteers, PRIOR to working with students
- Run against national and state criminal databases including North Carolina Sex Offender Database and National Sex Offender Database
- Allowable Expense



CRIMINAL BACKGROUND CHECK CERTIFICATION

PSU/Non-PSU Fiscal Agent Organizations awarded the 21st Century Community Learning Centers (CCLC) Competitive Summer Mini-Grant must certify that all employees, direct-service contractors, and volunteers who work with the program have approved criminal background checks on file prior to their work with the program. In accordance with State 21st CCLC guidelines, the organization's procedure regarding criminal background checks must meet the following requirements:

1. Must comply with the criminal background check policy and personnel procedures of the program feeder schools' district(s) [district is also referred to as the Public School Unit (PSU)], or that of the Non-PSU Fiscal Agent Organization's governing board.
2. In the absence of a PSU or Non-PSU Fiscal Agent Organization's governing board policy, the Fiscal Agent Organization must obtain background checks that meet the following criteria at a minimum:
 - 1 Criminal background checks are run against national and state criminal databases, and must include the North Carolina Sex Offender Database, <http://sexoffender.ncsbi.gov/>, and the National Sex Offender database, <http://www.nsopr.gov/>.
 - 1 Criminal record checks must be completed and cleared for all new or existing employees, volunteers, or contractors prior to their interaction with children or handling of 21st CCLC funds.
 - 1 Statewide criminal background checks must include all states in which the employee or volunteer lives or has lived for the previous five (5) years.
 - 1 All criminal background checks must be obtained directly and kept on file by the PSU or Non-PSU Fiscal Agent Organization; background checks obtained/submitted by employees are not acceptable. The PSU or Non-PSU/Fiscal Agent Organization maintains responsibility to ensure that the background check data is accurate and current.
 - 1 All criminal background checks must include the following:
 - a) Date criminal history check was obtained;
 - b) Name of agency that completed criminal history check;
 - c) Name or identity code of the person who ran the background check; and
 - d) Results of the criminal history check (e.g. "no record," "record attached," etc.).
3. Each PSU or Non-PSU Fiscal Agent Organization has the authority to determine and manage its own personnel policies; however, individuals convicted of the following offenses are strictly prohibited from working with the 21st CCLC Competitive Summer Mini-Grant Program in *any* capacity:
 - 1 Felony (of any kind);
 - 1 Any offense involving sexual or physical abuse/neglect against a child.

6. Proposed Feeder School(s) with School Poverty and Performance Status

[illegible]

7. Private Schools Consultation

- Section 8501 of the Every Student Succeeds Act (ESSA) requires timely and meaningful consultation occur between any entity receiving 21st CCLC Competitive Summer Mini-Grant Program funds and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act
- [NC List of Private Schools](#)

**AFFIRMATION OF NOTIFICATION, INVITATION & CONSULTATION
FOR TITLE IV-B EQUITABLE SERVICES OFFERED TO PRIVATE SCHOOLS
BY A 21st CENTURY COMMUNITY LEARNING CENTER (21st CCLC PROGRAM)**
This form is to be used by non-district organizations. (School districts use a different form.)

Private School: <input type="text"/>	Phone: <input type="text"/>
21 st CCLC COMPETITIVE SUMMER MINI-GRANT PROGRAM NAME & UNIT #: <input type="text"/>	

SECTION A: The private school representative checks one box.

A-1 ☐ THE PRIVATE SCHOOL HEREBY AFFIRMS that:

- the "Summary of Topics for Consultation and Statement of Assurances for the Provision of Equitable Services to Private School Children" was provided to the Private School by the 21st CCLC Program regarding its Competitive Summer Mini-Grant Program,
- the selections made in SECTION B (below) are based on timely and meaningful consultation with the 21st CCLC Program regarding its 21st CCLC Competitive Summer Mini-Grant Program and on verifiable enrollment and eligibility data provided by the private school to the 21st CCLC Program,
- the proposed design of accepted service(s) is equitable with respect to eligible private school children and
- consultation shall continue throughout the implementation and assessment of all accepted programs.

OR

A-2 ☐ THE PRIVATE SCHOOL HEREBY ASSERTS that one or more of the four conditions listed above **have not been met**. Complaints or concerns regarding this process may be filed with the Equitable Services Ombudsman at NCDPI (919-807-3957).

SECTION B: 1- Only the private school may check the boxes in this section.

ACCEPT	DECLINE
<input type="checkbox"/> The private school hereby accepts participation in Title IV-B equitable services for the duration of the 21 st CCLC Competitive Summer Mini-Grant Program.	<input type="checkbox"/> The private school hereby declines participation in Title IV-B equitable services for the duration of the 21 st CCLC Competitive Summer Mini-Grant Program.

SECTION C: The private school representative provides a hand-written signature to affirm selections in A & B above.

Name of Private School Official: <input type="text"/>	Signature of Private School Official: <input type="text"/>	Date Signed: <input type="text"/>
-------------------------------------------------------	------------------------------------------------------------	-----------------------------------

SECTION D: If the private school representative did not complete Sections A, B & C, the 21st CCLC Program must check this box.

- ☐ THE 21st CCLC Program **HEREBY AFFIRMS** and has documented that the private school was notified of the availability of federally funded equitable services provided by the 21st CCLC Competitive Summer Mini-Grant Program and was invited to consult, but the private school:
- did not complete Sections A, B & C,
 - actively refused the invitation to consult or
 - did not respond, despite three timely and direct invitations being sent.

SECTION E: The 21st CCLC Program's Non-PSU Fiscal Agent Chief Administrator or Designee official's signature is required in all cases.

Name of Non-PSU Fiscal Agent Chief Administrator or Designee Program Official: <input type="text"/>	Signature of Non-PSU Fiscal Agent Chief Administrator or Designee Program Official: <input type="text"/>	Date Signed: <input type="text"/>
-----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	-----------------------------------

All affirmation forms must be uploaded in CCIP by the application deadline.
Documentation of invitations and consultation meetings must be kept on file by the 21st CCLC Program.

NCDPI - Revised January 2021



21st CCLC Private Schools Process for Pending Grant Approvals



Intent forms need to be sent with date for consultation pending grant award approval.



If awarded, then all private school documents would need to be uploaded by time of budget approval and release of funds.



You can upload a

- 1. list of private schools; and*
- 2. one private school form filled out at the top for your organization and sign; and*
- 3. identify the date of your tentative consultation meeting.*



The private schools to consider for consultation for this grant would be the schools within the attendance zone of the feeder schools served with the 21st CCLC Summer Mini-grant.



8. Conflict of Interest Agreement

Within the 21st CCLC Competitive Summer Mini-Grant program, conflicts of interest could include:

- Employing immediate family members as contract labor for services.
- Having a program employee serve as a vendor.
- Purchasing supplies from a company in which a program employee has a financial interest.

NC Department of Public Instruction 21st Century Community Learning Centers

Conflict of Interest Agreement

21st CCLC Competitive Summer Mini-Grant Organization: _____

21st CCLC Organization Code: _____

According to the general procurement standards, the non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. ([EDGAR 2 CFR §200.318](#))

Within the 21st CCLC Competitive Summer Mini-Grant program, conflicts of interest could include:

- Employing immediate family members as contract labor for services.
- Having a program employee serve as a vendor.
- Purchasing supplies from a company in which a program employee has a financial interest.

NOTE: North Carolina General Statute (G.S. 115C-12.2) defines "immediate family member" as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.

I agree and accept the above Conflict of Interest Agreement:

21st CCLC Competitive Summer Mini-Grant Program Director's Printed Name: _____

*Program Director's Signature (Required): _____ Date: _____

PSU/Non-PSU Fiscal Agent Chief Administrator or Designee Printed Name: _____

*Fiscal Agent's or Designee's Signature (Required): _____ Date: _____

***If the Program Director and Fiscal Agent Chief Administrator or Designee for the organization are the same person, a signature must be completed in both places to represent agreement in both roles.**

Rev. 1/27/2021



Examples of a Conflict of Interest

- Hiring an unqualified relative to provide services your company needs
- Owning part of a business that sells goods or services to your employer
- Making arrangements to work for a vendor or client at a future date while continuing to do business with them



9. Total Cost Worksheet

21st Century Community Learning Centers 2021 Competitive Summer Mini-Grant Program Total Cost Worksheet					
Expenditure Categories	Amount Requested (Grant Funds)	Matching Funds are Not Required		Number of Students to Be Served (minimum 50)	Total Cost per Student
		Amount of Matching Funds (if applicable)	Combined Federal and Matching Funds		
	enter dollar amount (column will auto total)	enter dollar amount (column will auto total)	(rows and column will auto calculate and total)	enter number of students to be served on line 50	(column will auto calculate)
Director/Coordinator			\$0.00		
Certified Teachers			\$0.00		
Teacher Assistants			\$0.00		
Tutors			\$0.00		
Salary Benefits			\$0.00		
Contracted Services			\$0.00		
Printing/Binding Fees			\$0.00		
Postage			\$0.00		
Lease/Rental			\$0.00		
Telephones/Mobile Devices			\$0.00		
Workshop Expenses/Allowable Travel			\$0.00		
Curriculum Development			\$0.00		
Staff Development Instructor Pay			\$0.00		
Staff Development Participant Pay			\$0.00		
Other Non-State Line Item (specify)			\$0.00		
Other Non-State Line Item (specify)			\$0.00		
TOTALS	\$0.00	\$0.00	\$0.00		#DIV/0!
Signature of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:					
Date:					



10. COVID-19 District Collaboration

NC Department of Public Instruction
21st Century Community Learning Centers



21st CCLC Competitive Summer Mini-Grant Program **District Collaboration Form (May 10 – Sept. 1, 2021)**

21st CCLC Organization Name: _____

21st CCLC Organization Code: _____

District/Charter: _____

District/Charter Code: _____

District Contact Person: _____

District Contact Person Email: _____ District Phone: _____

District/Charter Opening Status Summer 2021 (Circle or Highlight): ☐ Plan A ☐ Plan B ☐ Plan C

Date(s) of Collaborative Phone Calls, Emails and/or Meetings with district discussing Summer 2021 plans: _____

Based on local and state public health guidance, describe below the planned operations of the 21st CCLC Competitive Summer Mini-Grant Program specifically addressing whether the program will be face-to-face, hybrid, or remote; location of the program (i.e., located in a district/charter building, community-based space, etc.); and identifying days/times for face-to-face and virtual service supports.

Describe below the coordination of services between the organization hosting the 21st CCLC Competitive Summer Mini-Grant Program and the feeder school(s)/district(s). Identify the respective roles of the 21st CCLC organization and the feeder school(s)/district(s) in supporting student academic outcomes during the Summer 2021 program, as well as any resources the feeder school(s)/district(s) are committing to support the coordination and implementation of the 21st CCLC Competitive Summer Mini-Grant Program.



Optional Documents

1. Budget Form FPD 208 (after grant is approved for non-LEAs)
2. Partnership Agreement with PSUs (Memorandum of Understanding (MOU) (template provided)
3. Other Collaborative Agreement(s) (no template provided)






Submit the application in CCIP

- Once you have drafted your proposal, all information (including Document uploads,) must be entered into the web-based grant management system
- Only proposals submitted through CCIP as “Draft Completed” by **12:00 p.m. NOON EDT March 10, 2021** (and *whose organizations are deemed in Good Standing*) will be reviewed/evaluated
- Once an application is submitted, no changes can be made to the proposal



Submission in CCIP; 12:00PM NOON EDT March 10, 2021 “Draft Completed”

Required Documents		
Type	Document Template	Document/Link
21st CCLC Summer Mini-Grant Application [Upload 1 document(s)]	 21st CCLC Summer Mini-Grant Application	
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	 21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status	
21st CCLC Basic Organization Information [Upload 1 document(s)]	 21st CCLC Basic Organization Information	
Statement of Assurances [Upload 1 document(s)]	 Statement of Assurances	
Debarment Certification [Upload 1 document(s)]	 Debarment Certification	
Criminal Background Check Certification [Upload 1 document(s)]	 Criminal Background Check Certification	
Private Schools Consultation [Upload 1 document(s)]	 Private Schools Consultation	
21st CCLC Conflict of Interest Agreement [Upload 1 document(s)]	 21st CCLC Conflict of Interest Agreement	
Total Cost Worksheet [Upload 1 document(s)]	 Total Cost Worksheet	
COVID-19 District Collaboration Form [Upload 1 document(s)]	 COVID-19 District Collaboration Form	

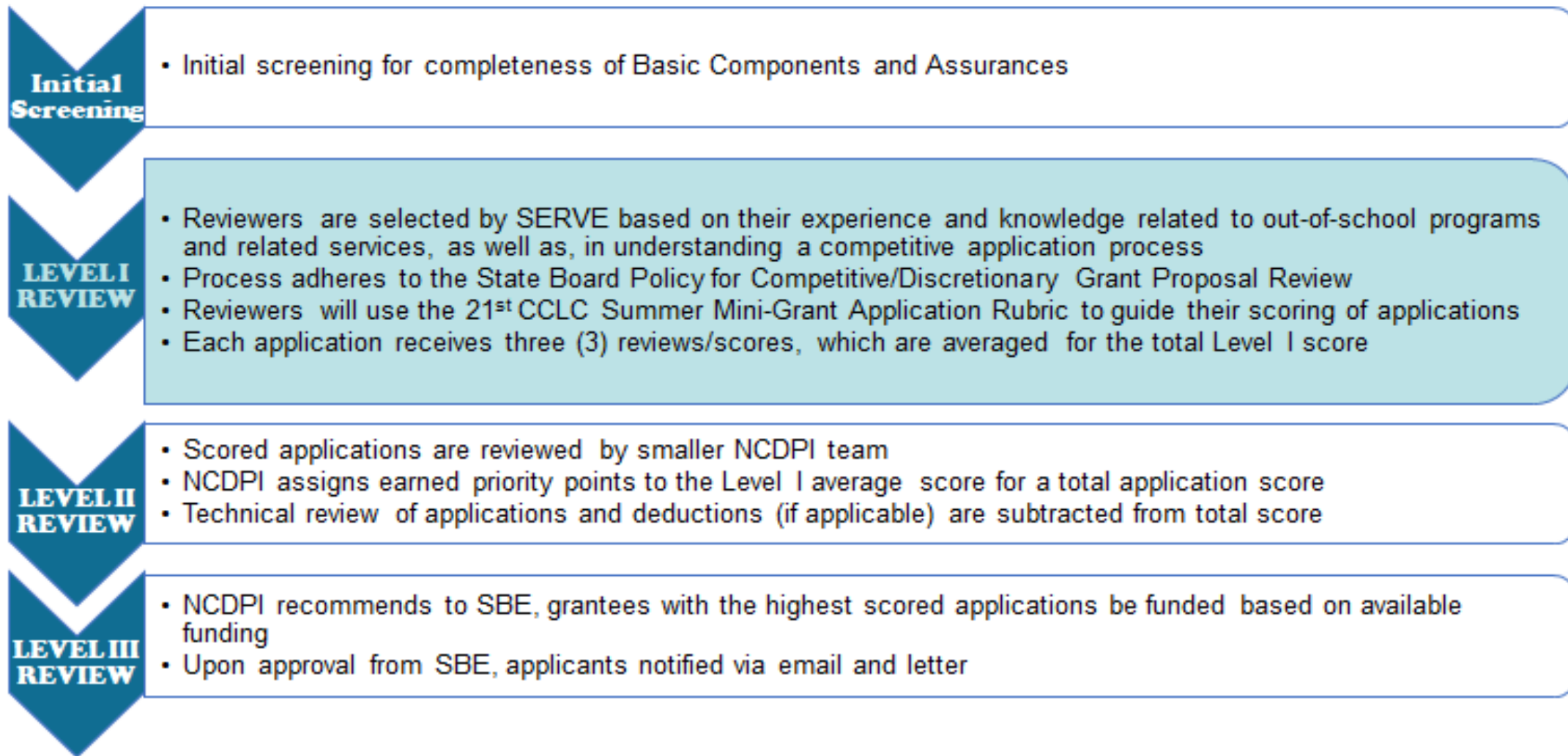
Optional Documents		
Type	Document Template	Document/Link
21st CCLC Budget Form FPD 208 [Upload up to 1 document(s)]	 21st CCLC Budget Form FPD 208	
Partnership Agreement w LEAs (for nonprofits working in collaboration with LEAs)	 Partnership Agreement w LEAs (for nonprofits working in collaboration with LEAs)	
Other Collaborative Agreement(s) - No template provided	N/A	





How to Use the Scoring Rubric to Help Frame Your Proposal Narrative

21st CCLC Summer Mini-Grant Application Review Process



21st CCLC Appeals Process

- In accordance with federal rules, NCDPI provides applicants or recipients with the opportunity for a hearing to appeal NCDPI's final action under an applicable federal program. See 34 C.F.R. § 76.401(a), 34 C.F.R. § 76.783 and 20 U.S.C. 1231b-2. Specifically, the applicant or recipient must allege that NCDPI violated State or Federal law, rules, regulations, or guidelines in:
 - 1) disapproving or failing to approve its application or program in whole or part,
 - 2) failing to provide funds in amounts in accord with the requirements of laws and regulations,
 - 3) ordering, in accordance with a final State audit resolution determination, the repayment of misspent or misapplied Federal funds, or
 - 4) terminating further assistance for an approved program.

No other grounds for appeal will be accepted or considered.

- [21st CCLC Appeals Process](#)
- [21st CCLC Grant Guidance](#)



21st CCLC Competitive Summer Mini-Grant Scoring Rubric – Program Design

1. PROGRAM DESIGN (6 PAGES MAX)	Max Pts 30
Clear summary of the needs of students proposed to be served to offset stagnant or declining academic progress during the 2020-2021 school year due to disruptions caused by COVID-19, and describe how the needs were determined, including what needs data was used (i.e., progress reporting, attendance data, teacher surveys or interviews, parent input).	10
b. Description of the proposed academic improvement activities to help students meet Reading and/or Math State academic standards and close learning gaps.	5
c. Description of the enrichment and other activities that complement the regular academic program components.	5
d. Clear description and rationale for why the proposed program activities (both academic and enrichment) are expected to benefit the specific low-performing school partner(s) and targeted students as a result of the disruption in educational services and subsequent shift to remote learning due to COVID-19.	5
e. Detailed sample schedule of weekly academic and enrichment activities for the summer program (if multiple sites are planned, a schedule should be provided for each site).	5



21st CCLC Competitive Summer Mini-Grant Scoring Rubric – Operational Capacity

2. OPERATIONAL CAPACITY (4 PAGES MAX)	Max Pts 15
a. Describe organizational past experience/success or capacity to provide high-quality academic and enrichment summer programming to meet the needs of targeted students.	5
b. Provide description of key leaders' experience and proposed staffing (including a staff to student ratio).	5
c. Describe proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed.	5



21st CCLC Competitive Summer Mini-Grant Scoring Rubric – Evaluation Capacity

3. EVALUATION CAPACITY (3 PAGES MAX)	Max Pts 15
a. Identification of key student academic outcomes (i.e., Reading and/or Math) and associated performance measures for which student data will be collected, analyzed, and reported; and assurances that the organization has access to the data described	5
b. Organizational plan for collecting participation and outcome data on students served	5
c. Description of capacity (internal or external) for completing the required end-of-grant reporting	5



21st CCLC Competitive Summer Mini-Grant Scoring Rubric – Budget Narrative & Alignment

4. BUDGET NARRATIVE AND ALIGNMENT (2 PAGES MAX)		Max Pts 10
a.	Description of how costs are aligned to proposed program components	5
b.	Description of how the proposed budget demonstrates costs are reasonable and necessary including a calculated cost estimate per student served	5



Level I Application Review: Rating Rubric

Rubric Sections	Application Section	Maximum Points
Program Design	IV.1	30
Operational Capacity	IV.2	15
Evaluation Capacity	IV.3	15
Budget Narrative and Alignment	IV.4	10
Total Maximum Points – Level I Review		70



Tips – To Prepare

- Read and Understand the RFP Guidance before starting.
- Download and review all Required and Optional Documents so that you have time to obtain and complete the required commitments and supports
- Read the scoring rubric to be used in the grant review process very carefully so you understand what the reviewers will be looking for and if your program model is a good fit for this RFP.



Tips – To Develop Your Application

- Clearly identify the academic, attendance, or behavioral needs of targeted at-risk students with your LEA or school partners.
- Identify partner schools and develop a partnership agreement with school principals that describes the roles/responsibilities of the non-profit and the schools in implementing the program model for the students needing additional academic support.
- Be clear about your “end in mind” for targeted students in terms of desired outcomes to be measured (how you will use data to monitor student progress on key outcomes).
- Be clear about your program model (use of logic model to show how it works).



Tips – To Finalize Your Application

- Use the rubric to help frame how each section is written and entered into the CCIP (consider organizing your content to align with the rubric dimensions).
- Before you submit, have your colleagues or partner school principals review your draft application against the rubric and give you feedback about where it is unclear.
- Make sure your budget is aligned with the program model and number of students projected to be served.



21st CCLC Competitive Summer Mini-Grant Proposed Timeline

- February 2021 – Request for Proposal Announcement
- February 8, 2021 – CCIP Opens for Eligible Organizations
- February 10, 2021 – Technical Assistance Webinar
- February 16, 2021 – CCIP Technical Assistance Virtual Office Hours
- **March 10, 2021 – Applications Due (12:00 p.m.– NOON EST)**
- March- April 2021 – Level I & II Reviews
- ★ • **May 6, 2021 – SBE Meeting for Review and Approval of Recommended Applications; Notification to follow in days after SBE meeting**
- May 11, 2021– Onboarding Webinar (Part I)



21st CCLC Competitive Summer Mini-Grant Contact Information

Name	Position	Email	Phone
Susan Brigman	Section Chief Federal Program Monitoring and Support	Susan.Brigman@dpi.nc.gov	984-236-2806
Jennifer Smith	Program Administrator Federal Program Monitoring and Support	Jennifer.Smith@dpi.nc.gov	984-236-2791
Megan Orleans	Program Administrator Federal Program Monitoring and Support	Megan.orleans@dpi.nc.gov	



Questions?

- Virtual Questions Form (click [HERE](#))
- The link will stay open through February 17th for any additional unanswered questions and will be utilized to publish a Frequently Asked Questions (FAQs) Document.

